



# **BRP WP 68** Treatment Works Plan Approval, without Permit Modification Instructions and Supporting Materials

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## **Introduction**

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



**Engineering Report Requirements**

*All groundwater discharge permit applications for which a treatment system is proposed must include an engineering report and plans.*

The engineering report shall include, at a minimum, the following items:

- a. a general description of the facility;
- b. a description of the rated and actual production levels of the facility;
- c. a description of the number of employees, shifts and days of operation per week;
- d. a listing of raw materials used;
- e. a description of the principal wet processes;
- f. a description of the sources of water supply including quantity and quality requirements;
- g. an identification of the sources of all sanitary and industrial wastes streams together with the quantity of flow and waste stream characteristics. In accordance with 310 CMR 30.302, a determination of whether the industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- h. a description of any by-product recovery systems;
- i. a listing and description of wastewater treatment studies performed;
- j. a description of liquid waste flow control measures;
- k. a description of any existing wastewater treatment system, including all design parameters;
- l. a flow and material balance diagram;
- m. a description of any anticipated new processes;
- n. a description of the required effluent quality;
- o. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;



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- p. a recommended plan for a wastewater treatment facility, based upon the preceding evaluation, including the basis of design of major unit processes and a preliminary layout;
- q. an implementation schedule for the recommended plan;
- r. treatability and pilot study data on the ability of the proposed treatment system to treat the proposed discharge and meet applicable federal, state, and local requirements;
- s. an examination of the potential impact of any proposed discharge on municipal and private water supply wells, or POTW's, or surface water, whichever is applicable.

The engineering plans and specifications of a proposed wastewater treatment facility shall include, at a minimum, the following:

- a. materials of construction and specifications for all wastewater treatment system components;
- b. materials of construction and specifications for all wastewater collection system components;
- c. specifications for all instrumentation and alarms;
- d. a site plan and general plant layout;
- e. plan views and profile views, including dimensions showing existing and proposed piping and processing units related to wastewater collection, treatment, and disposal.

The engineering report, plans, and specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.



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## **Treatment Works Plan Approval, without Permit Modification Permit Fact Sheet**

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### **1. What is the purpose of this plan approval?**

This plan approval serves to protect the public health, welfare and the environment through the control of pollutant discharges to groundwater or surface water. It is required for any modification to a treatment works which does not require a modification to the discharge permit of the facility. Only those treatment works that have a non-industrial discharge may apply for this plan approval.

### **2. Who must apply?**

If your treatment works produces a non-industrial groundwater discharge regulated by DEP in accordance with the provisions at 314 CMR 5.00; *or* a non-industrial surface water discharge regulated by DEP in accordance with 314 CMR 3.00, you may use this category to modify the treatment works provided you do NOT have to modify your permit. Non-industrial discharges are those discharges not described in 310 CMR 4.10(5). Sanitary discharges are almost always considered non-industrial. If this category does not apply to you, please be advised it is not the only category. Please consult regulations 310 CMR 4.00 to determine whether another category would apply.

### **3. What other requirements should be considered when applying for this plan approval?**

#### **a. What prerequisites should be considered before applying for this plan approval?**

- If the permittee wishes to continue an activity regulated by the existing permit after the expiration date of the permit, the permittee must apply for and obtain a new permit. The permittee must submit a new application at least 180 days before the expiration date of the existing permit unless permission for the later date has been granted by the Division of Water Pollution Control or Office of Watershed Management.
- Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). *DEP cannot complete technical review of the permit application until the MEPA process has been concluded.* Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.



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## b. What concurrent applications are related to this plan approval?

The local board of health may have regulations which apply. Also needed is an application for Operator Certification/Facility Rating as required under 275 CMR 2.00.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

## 4. What is the Primary Permit Location? What is the Reserve Copy Location?

*Primary Permit Location:*

**Department of Environmental Protection  
Regional Office  
Water Pollution Control**

\*See "Addresses and Phone Numbers" page included in this package.

*There is no reserve copy location for this plan approval.*

## 5. What is the application fee for this plan approval?

The application fee is \$790.

## 6. What are the timelines?

As of March 31, 1995, the timelines are:

	<b>AC</b>	<b>T1</b>	<b>T2*</b>
<b>BRP WP 68</b>	30	90	90

\*(A second technical review will be conducted only if necessary).

*There is no public comment review period for this plan approval.*

## 7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at  
[www.mass.gov/dep/files/permits/fees.htm](http://www.mass.gov/dep/files/permits/fees.htm).

## 8. How long is this plan approval in effect?

There is no time limit for plan approvals. (Permits are effective for 5 years).

## 9. How can I avoid the most common mistakes made in applying for this plan approval?

- Properly fill out the DEP Transmittal Form. Write the permit number for the discharge on Part A of the Form, on the line for "Brief Project Description".
- Be sure to include all supporting documentation (e.g. plans and specification, monitoring data, etc.)
- Make sure that a Massachusetts Registered Professional Engineer signs and dates the plans and specifications and provides his/her registration number.



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- d. Submit the application package as directed with the *white* copy of the DEP Transmittal Form to the appropriate Regional Office.
  - e. An original application must be submitted. Photocopies of the application will NOT be accepted
  - f. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P.O. Box 4062, Boston MA 02211.

### **10. What are the regulations that apply to this plan approval and where can I get copies?**

These regulations include, but are not limited to:

- a. Surface Water Discharge Program, 314 CMR 3.00.
- b. Surface Water Quality Standards, 314 CMR 4.00.
- c. Groundwater Discharge Regulations, 314 CMR 5.00.
- d. Groundwater Quality Standards, 314 CMR 6.00.
- e. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

They may be purchased at:

**State House Bookstore**  
**Room 116**  
**Boston, MA 02133**  
**617-727-2834**

**State House West Bookstore**  
**436 Dwight Street, Room 102**  
**Springfield, MA 01103**  
**413-784-1376**



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## **Treatment Works Plan Approval, without Permit Modification Application Check List**

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- ☐ The DEP Transmittal Form is properly completed and the permit number for the discharge is indicated under Part A on the form. If the applicant is a municipality, "Fee Exempt" has been selected under Section F of the Transmittal Form.
- ☐ All supporting documentation has been included in the application, including plans and specifications, which are stamped and signed by a Massachusetts Registered Professional Engineer, including the engineer's registration number.

To submit the application package:

- ☐ The application package has been submitted with one copy of the DEP Transmittal Form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office

Water Pollution Control

\*See "Addresses and Phone Numbers" page included in this package.

- ☐ The fee and one copy of the DEP Transmittal Form has been submitted to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

Millbury Training Center  
Route 20 Millbury, MA 01527  
Telephone: (508) 368-5600  
Fax: (508) 755-9253  
*Residuals Sludge Management*  
Telephone: (508) 368-5606  
*WWT Operator Certification*  
Telephone: (508) 368-5698

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149

Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
Charlemont  
Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
Easthampton  
East Longmeadow  
Egremont  
Erving  
Florida  
Gill  
Goshen  
Granby  
Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
Holyoke  
Huntington  
Lanesborough  
Lee  
Lenox  
Leverett  
Leyden  
Longmeadow  
Ludlow  
Middlefield

Monroe  
Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Palmer  
Pelham  
Peru

Pittsfield  
Plainfield  
Richmond  
Rowe  
Russell  
Sandisfield  
Savoy  
Sheffield  
Shelburne  
Shutesbury  
Southampton  
South Hadley  
Southwick  
Springfield  
Stockbridge  
Sunderland  
Tolland

Tyringham  
Wales  
Ware  
Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788

Acton  
Ashburnham  
Ashby  
Athol  
Auburn  
Ayer  
Barre  
Bellingham  
Berlin  
Blackstone  
Bolton  
Boxborough  
Boylston  
Brookfield

Charlton  
Clinton  
Douglas  
Dudley  
Dunstable  
East Brookfield  
Fitchburg  
Gardner  
Grafton  
Groton  
Harvard  
Hardwick  
Holden  
Hopedale

Hopkinton  
Hubbardston  
Hudson  
Holliston  
Lancaster  
Leicester  
Leominster  
Littleton  
Lunenburg  
Marlborough  
Maynard  
Medway  
Mendon  
Milford

Millbury  
Millville  
New Braintree  
Northborough  
Northbridge  
North Brookfield  
Oakham  
Oxford  
Paxton  
Pepperell  
Petersham  
Phillipston  
Princeton  
Royalston

Rutland  
Shirley  
Shrewsbury  
Southborough  
Southbridge  
Spencer  
Sterling  
Stow  
Sturbridge  
Sutton  
Templeton  
Townsend  
Tyngsborough  
Upton

Uxbridge  
Warren  
Webster  
Westborough  
West Boylston  
West Brookfield  
Westford  
Westminster  
Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795

Abington  
Acushnet  
Attleboro  
Avon  
Barnstable  
Berkley  
Bourne  
Brewster  
Bridgewater  
Brockton  
Carver  
Chatham  
Chilmark

Dartmouth  
Dennis  
Dighton  
Duxbury  
Eastham  
East Bridgewater  
Easton  
Edgartown  
Fairhaven  
Fall River  
Falmouth  
Foxborough  
Franklin

Freetown  
Gay Head  
Gosnold  
Halifax  
Hanover  
Hanson  
Harwich  
Kingston  
Lakeville  
Mansfield  
Marion  
Marshfield  
Mashpee

Mattapoisett  
Middleborough  
Nantucket  
New Bedford  
North Attleborough  
Norton  
Norwell  
Oak Bluffs  
Orleans  
Pembroke  
Plainville  
Plymouth  
Plympton

Provincetown  
Raynham  
Rehoboth  
Rochester  
Rockland  
Sandwich  
Scituate  
Seekonk  
Sharon  
Somerset  
Stoughton  
Swansea  
Taunton

Tisbury  
Truro  
Wareham  
Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 654-6500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

Amesbury  
Andover  
Arlington  
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Bedford  
Belmont  
Beverly  
Billerica  
Boston  
Boxford  
Braintree  
Brookline  
Burlington  
Cambridge  
Canton  
Carlisle

Chelmsford  
Chelsea  
Cohasset  
Concord  
Danvers  
Dedham  
Dover  
Dracut  
Essex  
Everett  
Framingham  
Georgetown  
Gloucester  
Groveland  
Hamilton  
Haverhill

Hingham  
Holbrook  
Hull  
Ipswich  
Lawrence  
Lexington  
Lincoln  
Lowell  
Lynn  
Lynnfield  
Malden  
Manchester-By-The-Sea  
Marblehead  
Medfield  
Medford  
Melrose

Merrimac  
Methuen  
Middleton  
Millis  
Milton  
Nahant  
Natick  
Needham  
Newbury  
Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
Salisbury  
Saugus  
Sherborn  
Somerville  
Stoneham  
Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
Walpole  
Waltham  
Watertown  
Wayland  
Wellesley  
Wenham  
West Newbury  
Weston  
Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn